

CORPORATE AND MECHANIC STAFF

Paid Time-Off Policy (PTO)

Employee Handbook Addendum, Effective January 1, 2012

Paid Time-Off is available for use as sick time, vacation time, or requested days off. All employees have the responsibility to notify their Manager/Supervisor of any forthcoming scheduled or unscheduled absences, as early as possible. PTO may not be used when arriving late and/or leaving work early, unless previously approved by a Manager/Supervisor.

To utilize PTO employees must complete the PTO Request Form, at least two weeks in advance for time off of three days or less. For time off over three days in duration, a PTO Request Form must be submitted at least 30 days in advance. The request form must be submitted to their Supervisor for approval. The PTO request is not approved until the employee receives a copy of the request with the Supervisor's approval. PTO approval will be determined by Company's necessity, work schedules, previously submitted employee requests, and employee seniority. Requests are granted upon approval of the supervisor and subject to the needs of Jason's Hauling, Inc.

Up to five (5) days (or Up to forty (40) hours) of unused PTO days or hours may be carried over into the following year. The employee must notify HR at least two (2) weeks prior to the employee's anniversary date, to execute the carryover request.

Jason's Hauling, Inc. may have the need to close the business for a few days during certain times of the year due to business necessity and/or inclement weather. The employees will be allowed to use any available PTO time to replace their wages, when applicable, and subject to the employees hourly/nonexempt, salaried/exempt classification.

Upon termination of employment, earned Paid Time-Off will be paid out only if two weeks, written notice is provided. Employees terminated for cause are not entitled to receive payment of unused PTO time.

Regular Full-time classified employees who have completed one (1) year of employment and worked a regular schedule of Twenty-Five (25), or more hours per week of continuous employment are eligible to receive Paid Time-Off (PTO).

Paid Time-Off will be awarded after the employee's first year of employment and at each anniversary date thereafter.

Please refer to below accrual schedule:

Regular Full-Time Employees:

Years of Service	PTO Days 2012	PTO Days 2013 and future years
First Year Anniversary	10	10
Two (2) through Ten (10) years	13	15
Eleven (11) through Fifteen (15) years	15	17
Sixteen (16) and over	18	20

Accepted By: _____ Date: _____
Signature

Employee Name (Printed): _____

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